

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 12.02.00
SUBJECT: SPECIAL PROGRAMS BANK ACCOUNTS
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2000, 2001, 2002, 2003, 2004

1. PURPOSE. The Department allows bank checking accounts to exist outside the City Finance system for the Police Reserves/Cadet Program and the Volunteer Program.

These checking accounts may be used to fund expenditures not budgeted for or beyond the Police Department budget. The Department has approved, but not limited expenditures to the following areas:

- A. Registration and supporting costs for professional or program related training; registration and related fees for competitive events involving program members
- B. Equipment or supplies to support the programs; equipment or supplies to support projects adopted or sponsored by the programs.
- C. Expenses for various forms of program member recognition and service reward.
- D. Cash donations to charities, outside projects and service organizations.

2. APPROVALS. All expenditures must be approved by the program advisor. Expenditures over \$200 must be approved by a commander. Checks written must contain two signatures. An account journal must be maintained documenting the date, amount, check number and complete description of the expenditure.

3. REVENUE. Revenue generally consists of, but are not limited to fund raising events, training classes sponsorships and donations.

Fund raising events must be approved by the Division Command or designee. Fund raising shall not conflict with the Department's Mission, Policies or General Orders. Liability, wear and tear on department equipment and community perception must be taken into consideration.

Funds shall not be deposited in an account or invested in a manner that will incur an interest earning liability upon the Department or a program member.

4. FUND AUDITS. All program accounts will be subject to annual and periodic unannounced audits for bookkeeping and balancing purposes. An audit of an account will be conducted if the Custodian of the account changes.

Chief of Police

Date